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## In Attendance

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Denise Kavin, Brian Trager, Jim Fugate, Patrick Graham, Clayton Ide, Catherine Clark

Absent: Adriana Kulakowski, Luane Haggerty, Sandra Bradley, Annemarie Ross, Troy Oliver

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## Chair's Report – Brian Trager

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1. Approval of Agenda
  - A. NFC members unanimously vote to accept agenda
2. Communication Officer's report/approval of minutes
  - A. Approve minutes from Sept 13<sup>th</sup>, 27<sup>th</sup>, and October 25<sup>th</sup> – not meet quorum so will vote to approve electronically or at the next meeting.
3. NFC Representative Reports
  - A. NFC REP: Unsure of at-large representative role as that position doesn't really represent a department as they're at large member of NFC
    1. Maybe represent NAC? Maybe check with Gerry Buckley.
  - B. NFC REP: Concern about Staff Council and their concerns about salary.
    1. Write a letter of support from NFC to admit to consider increasing staff wages?
  - C. NFC REP: Issue of space usage of departments still an issue
    1. What are the procedures of obtaining preferred offices (Ex: office with window, bigger offices)? Ranking? Seniority? Contribution to department? Need clarity on that.
    2. Rosica Hall – is it for research only or? Don't think it is being used to its full potential
    3. Members of departments need to be together, not scattered. Not good for department morale
    4. Need update on Space Study and its plans
  - D. NFC REP: Need to push for more faculty support toward admin – also need more BS programs
4. Town Hall Update
  - A. Set up for March 10<sup>th</sup> from 12:00pm – 1:30pm
  - B. Get feedback from your department on the following
    1. Ideal format for the town hall?
    2. Questions they would like asked during the town hall?
    3. Have questions ready two weeks before Town Hall so that we can make well use of time for the Town Hall
5. Salary
  - A. Brian Trager explained that he would be on the committee that will discuss salary
    1. Concern on no communication on current salary model and changes that have been made to it?
    2. What is the benchmark?

3. How is salary determined?
  
6. Faculty Workload guidelines
  - A. Task Force was created
    1. They have a 14-page report that is with administration now and will tone it down
      - A. Concern from NFC – why not share full report before moving forward? Should share the full report and then the executive summary for full transparency
  
7. Merit Guidelines – how is that measured
  - A. There needs to be guidelines to make appraisals fair and consistent throughout the departments as what the expectations are
  - B. Be more objective than subjective
  
8. New Business
  - A. NFC REP: We should have an Associate Dean of Assessment
    1. Need data that shows our students are learning and making progress
    2. Is it possible for us to push for this kind of role to be established within the college of NTID?
    3. Data will help us strengthen our curriculums and programs here at NTID.
  
  - B. NFC REP: Communication from Administration
    1. Faculty feels in the dark – has been no communication from administration
      - A. State of the Institution address?
      - B. Communication from administration should be in ASL AND ENGLISH and the ASL version should be done by the person who wrote the letter or at least from someone in administration – not some random ASL signer.
  
9. NFC members need to be better at communication with our departments and institutions.
  - A. NFC members also need to seriously attend meetings as we need to meet quorum so we can proceed with business and be productive with our meetings
  - B. Communication officer will send out reminders to the community when meetings are happening. Will send through Nancy P.
  
10. Announcements
  - A. Peter Hauser is stepping down as interim associate dean of research – Thank you for your service!
  - B. Will invite Gary Behm to the next meeting to discuss update on Space Study
  - C. Bring one faculty accolade to the next meeting
  
11. Adjournment

NOTE: Agendas are subject to alternation by Representative action. For example, items scheduled for discussion only could come to a vote if a Representative calls the question and 2/3 or more of the NFC agrees.